



Human Resources

Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

Adult Services and Technology Librarian Davie County Public Library

Responsible for providing professional librarian services including adult/family programming, reference, and technology-related services including troubleshooting and tutoring. Work is performed under the Library Director, and is evaluated through reports, quality and quantity of services delivered, and daily observation. Regular, predictable full attendance is required.

Duties and Responsibilities:

- Plans and organizes the adult services and technology programs.
- Develops collection in area of assignment including investigating and recommending books and other media for purchase.
- Plans and presents various programs or themes.
- Gives tours of the library and instruction in how to use the library.
- Assists patrons in person or by phone; publicizes all library programs.
- Recommends electronic resources and participates in budget processes annually.
- Plans programs reflective of the community demographics; coordinates a variety of program and reference projects; plans and conducts a variety of technology and adult programs annually.
- Ability to write or help write grants in technology and for continued education.
- Generates reports and maintains records on activities held to include maintaining a database of statistics for annual and monthly reporting.
- Maintains all social media and library websites for purposes of advertising events and providing information about services.
- Participates in other library activities and programs; performs circulation desk duties when needed.
- Maintains the meeting room database with respect to open dates in partnership with the circulation supervisor.
- Trains staff on current technology and online resources, conducts other training as assigned.
- May be tasked to sit on boards or represent the Library at county functions and meetings as designated by the Director.
- Works in partnership with other department leadership to make sure programming is coordinated quarterly.
- Performs related tasks as needed.

Education, Training and Experience: Graduation from an ALA-accredited professional library school with a master's degree in library science, and 1-3 years' experience in library work at the professional level; or an equivalent combination of education and experience. Considerable knowledge of the principles and practices of the public library; knowledge of adult literature and online resources. Extensive working knowledge of computer applications, resources, and technology utilization in a library; ability to both troubleshoot and tutor in those applications and resources.

Special Requirements: Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, extensive reading for visual inspection of books and materials at distances close to the eyes, and use of measurement devices. Must possess a valid unencumbered driver's license. Position work schedule will include days, evenings, and weekends Flexible working hours are required.

Salary: Grade 68 \$40,024 (Non-Exempt) Minimum salary potentially higher based on qualifications

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DavieCountyNC.gov  

Davie County is an Equal Opportunity Employer.

Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.

